

70-1717

27 APR 1970

MEMORANDUM FOR: Acting Deputy Director for Support

SUBJECT : Management Advisory Group Paper:
"An Increased Role for the Younger Officer"

REFERENCE : DD/S 70-1632, dated 21 April 1970,
same Subject

1. This memorandum is submitted for information only.

2. Reference is made to the DD/S memorandum, Subject as above, dated 21 April 1970, wherein he requested to be advised of where this Office has been using young officers and where he and this Office could use young officers in capacities suggested by the Management Advisory Group (MAG).

3. Since the fall of 1969, this Office has been utilizing the services of young officers as advisors to a Long Range Working Group, which is composed of medium graded officers, in the career planning and development field. The criteria established for the young officer advisors consist of at least one year experience in this Office and in a grade not to exceed GS-11. Young officers are chosen from those Office directorates and staffs which have officers who meet this criteria. In the career development area, the Group has devised a computer oriented form which is geared to reflect the Agency experience of all Office professional employees

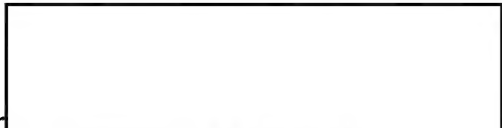
in such a manner that their background as generalists, specialists, or combination of both is readily apparent. Also, reflected would be the employees' desire for more diversified experience or their wish to remain in a specialized field. To support this effort, the Group has completed the updating of all job descriptions.

4. In the technical field, the numerous breakthroughs in the audio-countermeasures field testify to our young officers involvement in the planning goals of the Office.

5. In the administrative area, young personnel and budget and fiscal officers, in many instances, deal directly with senior Office officials in resolving problems in their respective fields. However, as a general rule, young officers are unqualified to serve as voting members on panels which deal with such matters as overseas selection, professional promotions, professional career development, and honor awards. However, young officers could serve, on a rotating basis, as advisors to panel members. The experience gained by the young officers in working closely with senior officers on important panels and boards, would be of great value in their career development and would provide the Office with a reserve of management trained young officers. In addition, the young officers with their intimate knowledge of the details of day-to-day operations could assist senior panel members.

6. Young officers could be considered for inclusion as voting members on the clerical career board since they deal on a day-to-day basis, in an official capacity, with many of the clerical employees.

7. This Office concurs in the comments of the MAG concerning admission of young officers to boards dealing with credit union activities, scholarships, insurance, etc.


Howard J. Osborn
Director of Security

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